



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

May 2017 Training Opportunities – Space Available

Join OHR for these professional development training courses or check out the [FY17 OHR Training Catalog](#).

May 2017 – Training Opportunities			
Course Title	Date	Time	Location
Business Grammar	May 11	9 a.m. - 12 p.m.	Training and Organizational Development Ctr.
Today's Diverse Workplace	May 11	9 a.m. - 12 p.m.	Sidney Kramer Upcounty Regional Services Ctr.
Ensuring Accountability in Timekeeping Managers and Supervisors	May 12	10 a.m. - 12 p.m.	EOB - Lobby Level Auditorium
Limited English Proficiency (LEP)	May 16	9 a.m. - 12 p.m.	EOB - Lobby Level Auditorium
Preventing Workplace Harassment	May 16	9 a.m. - 12 p.m.	EOB - Lobby Level Auditorium
Coaching Difficult Employee Performance	May 17	10 a.m. - 12 p.m.	Training and Organizational Development Ctr.
ERS Retirement Planning - ERS Groups A, E, F, G, H	May 17	9:30 a.m. - 11 a.m.	Rockville Memorial Library
Ethics Training for Public Financial Disclosure Filers	May 17	9 a.m. - 10 a.m.	EOB - Lobby Level Auditorium
Ethics Training for Public Financial Disclosure Filers	May 17	11 a.m. - 12 p.m.	EOB - Lobby Level Auditorium
Ethics Training for Public Financial Disclosure Filers	May 17	1 p.m. - 2 p.m.	EOB - Lobby Level Auditorium
Intro to Managing in a Union Setting	May 18	1 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Writing for Business	May 18	9 a.m. - 12 p.m.	Training and Organizational Development Ctr.
Delegating Effectively	May 19	10 a.m. - 12 p.m.	Training and Organizational Development Ctr.

Emergency Preparedness	May 22	9 a.m. - 11:30 a.m.	EOB - Lobby Level Auditorium
Balancing Your Time in a Fast-paced Environment	May 24	10 a.m. - 12 p.m.	Sidney Kramer Upcounty Regional Services Ctr.
Don't Let It Happen to You: Workplace Violence	May 25	1 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Respecting Race and Culture in the Workplace	May 25	8:30 a.m. -12:30 p.m.	Sidney Kramer Upcounty Regional Services Ctr.
Substance Abuse CDL: DOT Supervisor	May 25	8:30 a.m. - 11:30 a.m.	Training and Organizational Development Ctr.

Locations

- Training and Organizational Development Center, Room 102, 255 Rockville Pike, Rockville, MD 20850
- Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850
- Sidney Kramer Upcounty Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874
- Executive Office Building, 101 Monroe Street, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions - click here, and select the appropriate resource: [Enroll in a Class](#)